

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Dept. for Children and Families		9. Position No.	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Human Services Specialist			
3. Division Family Service		12. Proposed Class Title			
4. Section Rehabilitation Services	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit Wichita Region		14. Effective Date			
6. Location (address where employee works)  City: Wichita County: Sedgwick		15. By	Approved		
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM To: 5:00 PM	17. Audit Date: By: Date: By:				

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
<b>Kym Akkerman</b>	<b>KRS Program Manager</b>	<b>K0054105</b>

Who evaluates the work of an incumbent in this position?

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
<b>Kym Akkerman</b>	<b>KRS Program Manager</b>	<b>K0054105</b>

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The employee is allowed considerable latitude in completing assigned work. Written DCF and KRS policy manuals are available to provide guidance. General outlines of the work to be performed are presented in writing and verbally. Employee works as an independent rehabilitation professional with minimal supervision and consults with the supervisor as needed by e-mail and in person.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

The incumbent of this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The incumbent has been trained in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.

Works in a harmonious and cooperative fashion with other staff to provide efficient and effective client services. Uses free time as available to assist other staff in the completion of work assignments: perform other tasks as assigned by the Unit Manager. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave, reports to work on time and in the designated fashion.

This position uses program expertise and involves other team members in exploring options; works toward the goal of the team and need(s) of the client as paramount; ensures relationships among team members are constructive and demonstrate mutual support, respect, trust, openness and values diversity; utilize a Family Centered approach in exploring positive outcomes.

No. Each Task and Indicate Percent of Time	E or M	
1. 30%	E	<p><u>Initial Intake and Eligibility Preparation</u></p> <p>Reviews initial application and determines the type and amount of documentary evidence necessary to determine the need and eligibility for Rehabilitation Services (RS). Assist with intake interviews, works with consumers to gather medical and work history information. Requests medical records, schedules and authorizes appointments with medical providers and follow up to assure that the medical information is received in a timely manner.</p> <p>Reviews vocational testing results with consumers prior to IPE development with VR Counselor.</p> <p>Documents medical and vocational information to assist RS Counselor to make eligibility decisions within 60 days. Retains copies of consumer financial, psychological, medical and vocational records in order to provide accountability for the expenditure of state and federal funds by recording information in case narratives in consumer files.</p>
2. 35%	E	<p><u>IPE Implementation and Coordination</u></p> <p>Coordinates services with contracted Job Placement Specialists (JPS), monitors consumer to determine any problems on current job placement, and notifies appropriate VR Counselor of status of consumer in job placement. Monitors the consumer's progress in employment and makes sure that necessary supports are provided by the JPS to maintain employment.</p> <p>Schedules appointments for consumers. These appointments could include appointments for medical, dental, vocational, and employment services. Follows up to determine if the consumer has attended scheduled appointments and, if not, determines reason; meets with VR Counselor to determine if rescheduling is needed. If consumer attends appointment, obtains appropriate reports and reviews for needed information and seeks further information when necessary. Presents information to counselor and recommends if further testing is needed.</p> <p>Contacts vendors to assure that services have been provided to the consumers in a timely manner and in compliance with relevant specifications. When purchasing equipment or supplies obtains a materials received report when required and seeks a statement from the consumer indicating their level of satisfaction with the item/service received. Verifies that billings have been submitted for payment.</p>

		<p>Compiles narrative records, creates authorizations for expenditures which the assigned VR Counselor has written into the Individual Plan for Employment (IPE). Monitors outstanding obligations using the computer; enters accurate information into KMIS; and collects all records required to justify authorizations.</p> <p>Contacts colleges and universities to check on consumer's financial aids and billings. Meets with students to verify progress towards degree requirements within agency time frames.</p>
3. 25%	E	<p><u>Research and Support</u></p> <p>Provides research and support to consumers meeting eligibility and waiting list criteria. This may include: providing information to the consumer in regard to their disability and the challenges presented; supplying information to the consumer to allow them to make an informed choice regarding their vocational goals; and providing the consumer information on available training. Researches vocational opportunities with the consumer that is consistent with their interests, aptitudes, preferences, disabilities, and skills. Research labor market information for IPE development and available training. Arranges further on-site exploration with a local business in the community as agreed upon with the consumer. Researches assistive technology options and other technical equipment, prepares quotes for purchasing, and completes required documentation for sole sources and off-contract purchases following all DCF purchasing guidelines. Maintain positive internal and external customer relations. Provide follow-up services to ensure consumers are complying with the tasks contained in their IPE and that RS is maintaining appropriate engagement with the consumer.</p>
4. 10%	M	<p><u>Other Duties</u></p> <p>Attends and participates in the following: consumer staffings with VR Counselor and other VR staff, weekly VR staff meetings, work group meetings, as well as agency sponsored and/or approved training and workshops. Attends meetings of consumer groups and performs public relations activities as needed; makes presentations to community organizations as needed. Provides transportation for the Rehabilitation Teacher when necessary.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Name**

**Title**

**Position Number**

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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
- ( ) Major program failure, major property loss, or serious injury or incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

An error, delay, and/or omission in action or decision of this employee could result in a disruption of client service resulting in a less than desirable outcome for the client. This could also lead to wasteful expenditure of taxpayer dollars.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contacts are made with clients, referral sources, other DCF employees and community service providers for the primary purpose of coordination of service delivery. Contact may also involve interviewing and on occasion, marketing and formal public presentations.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves normal everyday hazards or discomforts typical of offices, meeting or training rooms. Frequent automobile travel to community-based services sites can be expected. Occasionally, this position may become the target of frustration and or/anger of the customer.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Personal computer (daily)

Computerized testing-scoring equipment (occasionally)

Telephone/Voice Mail (daily)

Copier, fax and other standard office equipment (daily)

Use of specialized equipment for communicating with persons who are deaf and hard of hearing

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Follow local DCF procedures for approved use of state vehicles

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Bachelor's degree preferred.

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Education or Training - special or professional

Preference for bi-lingual applicants.

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

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Experience - length in years and kind

Four years of experience interviewing, investigating or providing technical assistance in a social/human service setting. Education may be substituted for experience as determined by the agency.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

Signature of Supervisor

Date

Signature of Agency Head or  
Appointing Authority

Date